

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



## NUMBER 1.1

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Review Mission Statement

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Review mission statement at leadership meeting; update and distribute

amended mission statement, if necessary

**PROCEDURE:** The Mission Statement will be reviewed annually by the Equipment

Services Leadership Team headed by the Fleet Manager. Suggestions will be analyzed and the changes to the mission statement will be made if found legitimate. Also, the distribution list and method will be updated if

needed.

At the Fleet Management Team meeting on September 1, 2009, a review of the mission statement was conducted. The discussion included whether it was inclusive and appropriate as it is currently and how it should be distributed. The mission statement was revised as per the team's meeting. A copy of the mission statement is attached.

**PREPARED BY:** Michael Quattrone, Fleet Manager

DATE: September 2, 2009

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